

II. Demographics Attachment Instructions

At the top of the form, indicate by (x), whether the form is being completed for children/youth participants or for parent/guardian participants. If a program serves parents, both forms need to be completed – one regarding parental participants, the other regarding the children/youth of the parents. Insert the JJA program # for the program and the location of the program, by judicial district.

The attachment is formatted so that demographics for each of the four quarters of the funding cycle appear on one page. For each quarter, complete as outlined below:

1. Participant Information Section:

a. Number of **Ongoing** Participants:

For the 1st Quarter only, participants continuing in the program from the previous fiscal year shall be counted as New Participants.

For 2nd – 4th quarters, list the number of participants that are continuing in the program for the reported quarter. (Note: These participants will have already been counted as new participants in a previous quarter, and should **not be** included in **New** Participants reporting).

b. Number of **New** Participants:

List the number of new participants that began participating in the program during the reported quarter. This number will be the sum of male/female new participants for the quarter. (Note: For the 1st quarter only, the number of new participants shall also include participants continuing in the program from the previous fiscal year).

c. Total Number of Participants Served in Quarter:

List the total number of participants for the reported quarter. For the 1st quarter only, this number shall be what is reported in (1b) Number of New Participants.

For 2nd – 4th quarters, this number will be the sum of (1a) Ongoing and (1b) New Participants.

2. NEW Participant Characteristics – Age:

This section captures the number of **new** participants in each specified age range, by gender, for the reported quarter.

3. NEW Participant Characteristics – Race:

This section captures the number of new participants in each specified race category, by gender, for the reported quarter.

4. NEW Participant Characteristics – Ethnicity:

This section captures the number of new participants who are of Hispanic ethnicity and those who are Non-Hispanic, by gender, for the reported quarter.

Note: The totals by gender for Age, Race, and Ethnicity must be the same number as reported in Section 1b. These demographics are to be collected for each new participant in the program.

5. TOTAL (Fiscal Year end): Section 1: This number shall be the sum of (1b) figures for Quarters 1-4. **Sections 2-4:** Add the numbers from each quarter to obtain the total in column 5.

For any questions pertaining to the completion of this form, contact the Juvenile Justice Authority, phone (785) 296-4213, fax (785) 296-1412:

